

Moore County Property Management

703 Pinehurst Avenue ([Directions & Map](#))

Carthage, NC 28327

910-947-2301

fax 910-947-2304

Director Rich Smith

Property Management Division has 25 full time employees and 2 resource workers, which includes a supervisor, and 1 administrative assistant. Property Management consists of a maintenance section, custodial section, and a vehicle maintenance section.

Maintenance Services consist of employees with skills and knowledge that include finish and general carpentry, electrical, plumbing, pesticide application, grounds equipment operation, basic heating, ventilation and air conditioning principles.

Property Management Completed 2,021 Work Orders in 2008:

1. Maintain 30-40 County Buildings
2. Electrical
3. Plumbing
4. Painting
5. Carpentry
6. Heat and Air Conditioner Service
7. Repairs to Equipment
8. Moving of Offices/Equipment
9. Surplus Property
10. Contract Building Projects
11. Maintain County grounds

Custodial Services consist of employees with skills and knowledge required for the daily cleaning of buildings, trash removal, room set-ups, and distribution of mail and office supplies. This section functions under a standard operating procedure for custodial services.

1. Maintain Cleanliness of County Buildings
2. Meeting Room Set-Ups
3. Paper/Janitorial Supply Delivery
4. Trash Pick-Up

5. Custodial MSDS Manuals

Vehicle Maintenance consists of employees with skills and knowledge required to provide basic maintenance and repair to county owned vehicles and grounds equipment to include: certified inspections; tire changing; wrecker service; oil changing and lubrication; basic component part replacement; and record keeping.

- There are a total number of 277 vehicles in the County fleet. In addition to maintaining County vehicles, the garage staff maintains 11 generators and lawn maintenance equipment.

- The Garage staff completed 1,215 Vehicle repair orders and 805 vehicle scheduled services during 2008.

- Emission and Safety Inspections
- Preventative Maintenance
- A/C and Heating System Repair
- Coolant System Maintenance and Repair
- Electrical Diagnostics and Wiring Repair
- Engine Drivability Diagnostics and Repair
- Engine Mechanical Repair
- Drive-train and Suspension Repair
- Light and Heavy Duty Brake Repair
- Tire Replacement and Repair
- Welding Repair
- Installation of Specialized Equipment
- Wheelchair Lift Repair
- Lawn Equipment Service and Repair
- Emergency Generator Service and Repair
- Gasoline and Diesel Fuel Inventory and Supply
- Fleet Management
- Surplus Vehicle Sales
- 24/7 Emergency On-Call and Wrecker Service